Job Title: Director of Neighborhood and Leisure

**Services** 

**Department:** Neighborhood and Leisure Services

**Immediate** 

**Supervisor:** City Manager

#### **BRIEF DESCRIPTION OF THE JOB:**

Responsible for management of comprehensive operations and maintenance programs for all City parks, gardens, recreation facilities, school grounds, waterfront land, beaches, and other public properties; administration and development of a comprehensive recreation program; enforcement of property maintenance codes; and coordination of the neighborhood services program. Work is performed with considerable independence and initiative in accomplishing program objectives and effectiveness of operations under the executive direction of the City Manager.

#### **ESSENTIAL FUNCTIONS:**

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

|   | Physical<br>Strength Code | ESSENTIAL FUNCTIONS   |
|---|---------------------------|---|
| 1 | S                         | Provide leadership and direction to the Assistant Director, Business Systems Manager and division leaders to plan, organize, coordinate, and manage the performance of professional, technical, maintenance and clerical support personnel to achieve the strategic goals of the Department of Neighborhood and Leisure Services. |
| 2 | S                         | Develops and implements a flexible program of community-building activities (recreation, parks, neighborhood improvement services and code enforcement) for all customer segments, social groups, ages, and interest levels within the community.   |
| 3 | S                         | Recommends acquisition and directs the development and maintenance of park and playground areas, structures and facilities, and waterways and beaches.  |
| 4 | S                         | Leads the enforcement of the Property Maintenance provisions of the Uniform Statewide Building Code, including administration of the Municipal Occupancy Permits and Demolition Programs.   |
| 5 | S                         | Directs the activities of the Neighborhood Development Services Division including PACE coordination; developing linkages and partnerships among city and external agencies, and residents; identifying and developing plans to address neighborhood infrastructure needs; and marketing of neighborhoods.                        |
| 6 | S                         | Directs the preparation and administration of the departmental business plan, performance measurement system, work program and budget.  |
| 7 | S                         | Plans and coordinates neighborhood improvement strategies with other departments, schools, civic organizations, non-profit organizations and other partners.  |
| 8 | S                         | Directs communications and promotional activities to encourage citizen support, participation, attendance, and interest in parks and recreation and neighborhood and community programs.  |

|    | Physical<br>Strength Code | ESSENTIAL FUNCTIONS   |
|----|---------------------------|---|
| 9  | S                         | Collaborates with various public, private, non-profit and civic groups and individuals to promote departmental community-building activities and to ascertain desired or needed services.   |
| 10 | S                         | Reviews and analyzes systems and processes, equipment usage, and performance to find ways of increasing effectiveness, improving results, and achieving improved cost efficiency in service delivery.   |
| 11 | S                         | Coordinates the selection of personnel to serve in the Department of Neighborhood and Leisure Services.   |
| 12 | S                         | Performs as facilitator, advisor, and technical expert in terms of neighborhood development, natural resources and leisure services management for the City Manager, City Council, municipal departments, and the public; makes formal presentations and public policy recommendations. |
| 13 | S                         | Reviews and analyzes the effectiveness of projects and programs and revises in accordance with current customer needs and desires.  |
| 14 | S                         | Coordinates the development and implementation of programs and strategic plans for the betterment of the community.   |

# **JOB REQUIREMENTS:**

|   | JOB REQUIREMENTS   |
|---|--|
| Formal Education /<br>Knowledge           | Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree in recreation and parks management, business or public administration, or related fields.  |
| Experience                                | Eight years of progressively responsible professional experience including five years managerial experience.   |
| Certifications and Other Requirements     | Valid driver's license   |
| Reading                                   | Work requires the ability to read various reports, journals, publications, and plans.  |
| Math                                      | Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division, and statistical analysis.   |
| Writing                                   | Work requires the ability to write comprehensive proposals, reports, and speeches.   |
| Managerial                                | Managerial responsibilities include developing strategic and tactical plans, allocating resources, forming project teams, and providing guidance to staff.   |
| Budget Responsibility                     | Responsible for final approval of budgetary recommendation to the City; accountable for achieving progress toward attaining fiscal objectives and adjustments for the department.  |
| Supervisory /<br>Organizational Control   | Work requires managing and monitoring work performance of senior department managers including evaluation program/work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing assignments for the department.  |
| Complexity                                | Work is of the broadest scope dealing with highly complex concepts and issues of great importance to the City. Highly important policies, procedures or precedents are approved or rejected by individuals in this classification.   |
| Interpersonal / Human<br>Relations Skills | Contacts others within the organization. These contacts may involve similar work units or departments within the City, which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City to include professional or peer organizations. Working with various state and federal agencies may also be required. |

### **OVERALL PHYSICAL STRENGTH DEMANDS:**

| Sedentary X  | Light  | Medium   | Heavy   | Very Heavy   |
|--|--|--|---|--|
| S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time | L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree. | M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly. | H = Heavy<br>Exerting 50-100 lbs.<br>occasionally, 25-50 lbs.<br>frequently, or up to 10-20<br>lbs. constantly. | VH = Very Heavy<br>Exerting over 100 lbs.<br>occasionally, 50-100 lbs.<br>frequently, or up to 20-50<br>lbs. constantly. |

### **PHYSICAL DEMANDS:**

| C = Continuously         | F = Frequently               | O = Occasionally       | R = Rarely                 | N = Never     |
|--------------------------|------------------------------|------------------------|----------------------------|---------------|
| 2/3 or more of the time. | From 1/3 to 2/3 of the time. | Up to 1/3 of the time. | Less than 1 hour per week. | Never occurs. |

This is a description of the way this job is currently performed; it does not address the potential for accommodation.

| PHYSICAL<br>DEMANDS | FREQUENCY<br>CODE | DESCRIPTION  |
|---------------------|-------------------|--|
| Standing            | F                 | Office equipment, supervision, interaction with staff and public, presentation, meeting, conferences |
| Sitting             | F                 | Computer, desk work, answering telephone, meetings, presentations, conferences                       |
| Walking             | F                 | Inter-office, to/from meetings, to/from office equipment   |
| Lifting             | R                 | Office supplies, files, reports, manuals,  |
| Carrying            | R                 | Office supplies, files, reports, manuals,  |
| Pushing/Pulling     | N                 | •  |
| Reaching            | R                 | Office supplies, files, reports, manuals,  |
| Handling            | R                 | Office supplies, files, reports, manuals,  |
| Fine Dexterity      | F                 | Computer Keyboard, Calculator writing  |
| Kneeling            | R                 | Filing in cabinet drawer   |
| Crouching           | N                 | -  |
| Crawling            | N                 |  |
| Bending             | R                 | Filing in cabinet drawer   |
| Twisting            | R                 | Filing in cabinet drawer   |
| Climbing            | R                 | Stairs, airplane ramp  |
| Balancing           | R                 | On stairs  |
| Vision              | С                 | Computer, Desk work, reading, writing, filing, use of office equipment                               |
| Hearing             | С                 | Telephone, staff, City Manager, authorities, commissions, citizens, meeting, presentations           |
| Talking             | С                 | Telephone, staff, City Manager, authorities, commissions, citizens, meeting, presentations           |
| Foot Controls       | О                 | Driving  |
| Other (specify)     | N                 |  |

### **MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Computer, printer, fax machine, copy machine, telephone, calculator, Standard Microsoft Windows and Office software, QuickBooks

### **ENVIRONMENTAL FACTORS:**

| D = Daily | W = Several    | M = Several     | S = Seasonally | N = Never |
|-----------|----------------|-----------------|----------------|-----------|
|           | Times Per Week | Times Per Month |                |           |

| HEALTH AND SAFETY        |   | ENVIRONMENTAL FACTO       | RS |
|--------------------------|---|---------------------------|----|
| Mechanical Hazards       | N | Dirt and Dust             | N  |
| Chemical Hazards         | N | Extreme Temperatures      | N  |
| Electrical Hazards       | N | Noise and Vibration       | N  |
| Fire Hazards             | N | Fumes and Odors           | N  |
| Explosives               | N | Wetness/Humidity          | N  |
| Communicable Diseases    | S | Darkness or Poor Lighting | N  |
| Physical Danger or Abuse | N |                           |    |
| Other (see 1 below)      | N |                           |    |

| PRIMARY WORK LOCAT  | ΓΙΟΝ |
|---------------------|------|
| Office Environment  | X    |
| Warehouse           |      |
| Shop                |      |
| Vehicle             |      |
| Outdoors            |      |
| Other (see 2 below) |      |

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## **PROTECTIVE EQUIPMENT REQUIRED:**

None

#### **NON-PHYSICAL DEMANDS:**

| C = Continuously         | F = Frequently                   | O = Occasionally       | R = Rarely                 | N = Never     |
|--------------------------|----------------------------------|------------------------|----------------------------|---------------|
| 2/3 or more of the time. | From $1/3$ to $2/3$ of the time. | Up to 1/3 of the time. | Less than 1 hour per week. | Never occurs. |

| NON-PHYSICAL DEMANDS                          |   |
|---|---|
| Time Pressures                                | F |
| Emergency Situations                          | N |
| Frequent Change of Tasks                      | F |
| Irregular Work Schedule/Overtime              | F |
| Performing Multiple Tasks Simultaneously      | F |
| Working Closely with Others as Part of a Team | F |
| Tedious or Exacting Work                      | O |
| Noisy/Distracting Environment                 | R |
| Other (see 3 below)                           | N |

(3)

#### **SIGNATURES—REVIEW AND COMMENT:**

| have reviewed this document and its attachments and find it to be an accurate description of the emands of this job. |                              |      |  |
|--|------------------------------|------|--|
|  | Signature of Employee        | Date |  |
| Job Title of Supervisor  | Signature of Supervisor      | Date |  |
| Job Title of Department Head   | Signature of Department Head | Date |  |
| omments:   |                              |      |  |
|  |                              |      |  |

This document is intended to describe the general nature and level of work being performed by individuals assigned to this job. It is not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel classified in this position. This job description is subject to change as the needs and requirements of the job change.